



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO
OPNAVINST 1700.9D
Pers-659

27 OCT 1994

OPNAV INSTRUCTION 1700.9D

From: Chief of Naval Operations

Subj: CHILD DEVELOPMENT PROGRAMS

Ref: (a) DODINST 6060.2 of 19 Jan 93 (NOTAL)
(b) DODINST 1402.5 of 19 Jan 93 (NOTAL)
(c) SECNAVINST 5300.32 (NOTAL)
(d) OPNAVINST 11101.13J
(e) BUPERSINST 1710.11B
(f) NAVMILPERSCOMINST 5890.1
(g) NAVCOMPT Manual, Vol. 7, Par. 075500
(h) SECNAVINST 4061.1C

Encl: (1) Child Development Program (CDP) Standards

1. Purpose

a. To revise policy, establish minimum operating standards, and provide guidance for the operation of all CDPs on naval installations and in government housing to ensure a healthy, safe environment and to promote quality child care.

b. To implement references (a) and (b). This instruction is a complete revision and is to be reviewed in its entirety.

2. Cancellation. OPNAVINST 1700.9C and reports NMPC 1700-1 and NMPC 1700-2.

3. Summary of Significant Changes

a. Establishes requirements for appropriated fund (APF) support.

b. Establishes the requirement to at least match revenue from parent fees with direct APF support at the Echelon 2 level for center-based care and to support the Family Child Care (FCC) program with APFs.

c. Provides guidance on priority of access to CDPs to support operational readiness and mission support.

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d. Incorporates requirement to establish fees based on total family income.

e. Establishes the requirement for four annual inspections.

f. Establishes standards for writing local instructions and Standard Operating Procedures (SOPs).

g. Incorporates revised guidance on the care of children with special needs.

h. Establishes standards for parent advisory boards, parent participation and requirements for annual patron satisfaction survey.

i. Changes the term Family Home Care (FHC) to Family Child Care (FCC).

j. Establishes cash-handling procedures.

k. Incorporates revised requirements for completing staff background checks.

l. Establishes the requirement for a qualified training/curriculum specialist in each Child Development Center (CDC).

m. Incorporates revised fire protection and safety standards.

n. Provides information on alternative care programs.

o. Establishes the requirement for CDCs to maintain record of Family Care Plan.

p. Establishes the requirement to report allegations of physical abuse in centers and FCC settings.

4. Discussion. The composition of the Navy is changing rapidly and is largely reflective of trends in our society. Increasingly, Navy families consist of two wage earners as well as families that are headed by a single parent, either male or female. These personnel experience a need for child care services which is heightened by the mobility of military service. Recognizing the significance of quality CDPs to military and civilian personnel, it is the Navy's intent to assist in providing child care services to support operational readiness, mission accomplishment

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and retention. The extent to which this is feasible is a factor of funding availability as well as positive commitment to quality child care services.

5. Policy. It is the Navy's policy to provide CDPs which assist military and civilian employees in contributing to mission accomplishment. In this regard, enclosure (1) and the following policies apply:

- a. Child care is the personal responsibility of parents.
- b. Child care is not a right or entitlement, but a service that can be provided to a finite portion of the population in order to promote operational readiness, mission accomplishment, and retention.
- c. The primary goal of CDPs shall be to assist employed parents, both military and civilian, and spouses of active duty members who are full-time students in locating at least one affordable option for the care of children age 6 and under. The type and extent of assistance provided will necessarily vary among Navy installations. It will depend upon such factors as availability and cost alternatives within the local community, the demographics of base population, and the APF resources available to the local commanding officer.
- d. As discussed in reference (c), consideration should be given to the needs of personnel with child care requirements who work long or unusual hours. Commanding officers are encouraged to use available programs such as job sharing, part-time employment, flexible and compressed work schedules, leave transfers and granting of leave for reasons of parental and family needs to assist civilian employees in meeting dependent care responsibilities.
- e. The scope of child care services, including types of care, hours of operation, etc., shall be based on a needs survey. Unmet demand may be met by referral to licensed programs in the local community and/or the use of lesser cost, on-base options, including FCC as authorized by reference (d) and governed by this instruction.
- f. Resource and referral services, for other than Navy CDCs, will only suggest as child care alternatives those off-base services which meet local and/or state standards and those on-base FCC providers who meet Navy standards. In all cases, the choice of a caregiver and the consequences of accepting child care services rest with the parent.

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g. Quality assurance in Department of the Navy (DON) sponsored CDPs will be ensured by a minimum of four annual inspections, one of which will be conducted by qualified headquarters personnel. All programs operating on DON installations or in facilities receiving DON funding or oversight shall comply with all supporting service facility, health, and safety standards, including child/staff ratios, group sizes, and required background checks for personnel as specified in reference (c). All programs shall be included in the required local inspections.

h. Parents shall be surveyed annually to determine satisfaction with hours of operation, type of care available and quality of care provided.

i. CDPs are established to meet the needs of working parents. Services may be established to provide care for children 6 weeks to 6 years of age for full-day, part-day, and hourly care. The need for school-age programs shall be met through the use of youth facilities, schools and other appropriate community facilities. When school-age programs, including before and after school and summer camps are operated and supervised by child development program personnel, the standards established in this instruction apply. When possible, personnel needs for hourly care for children 6 weeks through the age of 6 and for part-day preschool programs will be met by expanding the use of other suitable facilities.

j. CDPs shall be operated as an element of the Navy Morale, Welfare and Recreation (MWR) program as prescribed in reference (e). Any exceptions require prior approval by the Bureau of Naval Personnel (BUPERS) (Pers-6) via the chain of command.

k. Regardless of sponsor, all CDPs operating on Navy installations or in facilities receiving Navy funding or oversight shall comply with all facility, health and safety standards. All child development centers operating on Navy installations that are the result of long-term facilities contracts (under authority of Section 2809 of Title 10 United States Code, Section 2812 of Title 10 United States Code, or other contract agreements) shall comply with all operational and safety standards outlined in this instruction regardless of patron population or sponsor. These include child/staff ratios, group sizes and required background checks for personnel as specified in enclosure (1). All programs shall be included in the annual multi-disciplinary team inspection. Any exceptions require written approval by BUPERS (Pers-6) via the chain of command.

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(1) Programs operating under the sponsorship of private organizations or contracts shall be insured as specified in reference (f).

(2) This instruction does not apply to programs operated for sporadic or occasional care such as that provided by chapels in support of religious services.

(3) The requirement to comply with the caregiver wage plan does not apply to contract personnel. Contracted centers shall comply with fees established by the Office of the Secretary of Defense. (Contract operations established prior to the date of this instruction shall come into compliance with fee policies when contracts are renegotiated.) The requirement to fund programs with APF at least equal to the amount of user fees collected does not apply to facilities operating under 2809 and 2812 authority. Contracted operations previously excluded from this requirement have until 1 January 1996 to comply.

1. CDPs operating on Navy installations shall be operated without discrimination as to race, color, sex, special needs, national origin or the grade and rank of the sponsor.

m. Priority of access for full-day, center-based child care services will be supportive of operational readiness, mission accomplishment, and retention. When there is an unmet need for child care, the installation commanding officer shall determine the priorities for care among those eligible to receive care, based on local requirements. These priorities shall be made known to all eligible patrons.

6. Funding. CDPs staffed and operated by Department of Defense (DoD) personnel are Category B MWR activities and shall be operated, maintained, and funded by APF as specified in reference (g).

a. Echelon 2 commands shall ensure that direct APF support for center-based programs is, at a minimum, equal to the amount of user fees collected.

b. Appropriated funds shall be used for facility construction and renovation.

c. Appropriated funds shall be used for operating costs, equipment, supplies, utilities, custodial and maintenance services, administrative and supervisory personnel, training and travel, food-related expenses not paid by the United States Department of Agriculture (USDA), and other authorized uses.

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Appropriated funds shall also be used for as many caregiver personnel as required to accomplish APF/nonappropriated fund (NAF) break even.

d. Income from parent fees shall be used only for compensation of child care employees who are directly involved in providing child care, for food-related expenses not paid by the USDA or APF, and for consumable supplies.

e. The Chief of Naval Operations plan, approved April 1991, to expand and fund child development program operations provided sufficient resources to permit full funding from APF, parent fees, and related CDP generated revenue without subsidies (APF and NAF) from other MWR funds.

7. Responsibility

a. Chief of Naval Operations (N4) shall:

(1) Serve as resource sponsor for CDPs within Navy.

b. Chief of Naval Operations (N1) shall:

(1) Develop and coordinate overall policy pertaining to CDPs.

c. BUPERS (Pers-6) shall:

(1) Serve as executive agent for the Chief of Naval Personnel (CHNAVPERS).

(2) Establish the means and provide guidance by which the quality of life for Navy members is enhanced by high quality child care services.

(3) Periodically assess the adequacy of the supply versus the demand for child care services and represent the Navy family to higher authorities in addressing requirements.

d. BUPERS (Pers-65) shall:

(1) Develop standards and provide criteria for the operation of CDPs.

(2) Certify compliance with standards established in this instruction through annual, unannounced inspections and report results to the Assistant Secretary of Defense (Personnel and Readiness).

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(3) Monitor operations and provide training in the areas of programs, supervision, staff development, and administration.

(4) Provide technical assistance to ensure high quality programs and effectiveness in meeting mission requirements and the expressed needs of patrons.

(5) Review and validate standards for facility space criteria, scope, siting and equipment and ensure that functional design criteria are fully incorporated. Review the plans and specifications for all military construction (MILCON) and Operations and Maintenance, Navy (O&M,N) projects.

e. Echelon 2 Commanders shall:

(1) Ensure Type Commanders (TYCOMs)/Immediate Superiors in Command (ISICs) provide oversight of CDPs within their respective commands and serve as chief inspectors for headquarters level inspections.

(2) Ensure adequate APF to support CDPs are programmed, budgeted, and executed to comply with Chief of Naval Operation's direction and policies contained in this instruction.

f. Commander, Naval Facilities Engineering Command shall:

(1) Review and validate standards for space criteria and siting. Ensure functional design of CDC facilities follows Joint Services Design Criteria. Coordinate review and validation of progress drawings and specifications for all MILCON construction and O&M,N renovation and repair projects.

(2) Develop standards concerning fire protection and safety.

(3) Conduct inspections, provide technical assistance and interpret standards for commands to ensure compliance with fire protection and safety standards specified in enclosure (1).

g. Chief, Bureau of Medicine and Surgery shall:

(1) Develop standards concerning health and sanitation.

(2) Conduct inspections and provide technical assistance to commands to ensure compliance with health and sanitation standards as specified in enclosure (1).

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(3) Provide information through the family advocacy central registry for the completion of background checks.

(4) Provide training for CDC food service personnel in accordance with reference (h).

(5) Provide training for CDP and FCC programs in the areas of personal hygiene, sanitary food preparation, administering medication and identifying communicable diseases.

h. Commanding officers shall:

(1) Determine the need for Navy operated CDPs to support operational readiness, mission accomplishment and retention.

(2) Assess availability of affordable child care services in the private sector and the impact of inadequate child care services on the command mission, military and civilian employee productivity and absenteeism.

(3) Establish divergent child care options including center-based care, FCC, resource and referral to local community services, alternative on-base locations for short-term care, interagency initiatives, etc.

(4) Establish priority of access that is consistent with the policy guidance here and reflects the base population and local environment. Provide CDPs consistent with mission requirements.

(5) Request and apply appropriated funding to CDPs as authorized.

(6) Establish local policies and SOPs governing day-to-day operation of CDPs.

(7) Include CDPs in contingency planning and exercises.

(8) Establish personal oversight through regular, formal, documented inspections of CDPs and ensure compliance with established Navy policy, standards and guidance provided in this instruction. Ensure prompt, appropriate action is taken to correct deficiencies, request waivers or close facilities as required. Provide annual confirmation of compliance with standards established in enclosure (1) to BUPERS (Pers-65) through the chain of command.

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(9) Develop a plan of action at the conclusion of each Pers-65 inspection which properly addresses all deficiencies. Ensure appropriate action is taken in a timely manner to make corrections, request waivers, or close facilities as required.

(10) Ensure CDC personnel and FCC providers are qualified and screened as required.

(11) Report all allegations of child sexual and physical abuse, child neglect, outbreaks of contagious disease or serious accidents in CDPs to BUPERS (Pers-65).

(12) Ensure all child care providers living in government housing, owned or leased, are certified and monitored as required.

(13) Submit required semi-annual reports to BUPERS (Pers-659).

8. Forms and Reports

a. These forms are stocked in the Navy Supply System and can be ordered through NAVSUP P-2002. Contact the command supply office for ordering.

<u>FORM</u>	<u>TITLE</u>	<u>STOCK NUMBER</u>
DD FORM 2606 (10-91)	DEPARTMENT OF DEFENSE CHILD DEVELOPMENT PROGRAM REQUEST FOR CARE RECORD	0102-LF-015-0700
NAVPERS 1700/1 (7-93)	CHILD DEVELOPMENT/YOUTH PROGRAMS CONDITION OF EMPLOYMENT STATEMENT OF ADMISSION	0106-LF-016-7300
NAVPERS 1754/5 (Rev. 3-93)	CHILD DEVELOPMENT PROGRAM REGISTRATION CARD	0106-LF-015-6200
NAVPERS 1700/11 (6-94)	SEMI-ANNUAL REPORT FOR THE CHILD DEVELOPMENT CENTER	ORIGINATOR OFFICE
NAVPERS 1700/12 (7-94)	SEMI-ANNUAL REPORT OF FAMILY CHILD CARE PROGRAM	ORIGINATOR OFFICE
FD-258 (Rev. 12-82)	FBI APPLICANT FINGERPRINT CARD	0104-LF-006-9600
DD FORM 398-2 (3-90)	DoD NATIONAL AGENCY QUESTIONNAIRE	0102-LF-008-6000

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SF-171 (12-90)	APPLICATION FOR FEDERAL EMPLOYMENT	7540-00-935-7150
SF-87 (4-84)	FINGERPRINT CHART	7540-00-634-4037
SF-85P (12-90)	QUESTIONNAIRE FOR PUBLIC TRUST POSITIONS	7540-01-317-7372

b. These forms can be obtained from Pers-659:

(1) NAVPERS 1700/11 (Rev. 6-94), Semi-Annual Report for the Child Development Center.


(2) NAVPERS 1700/12 (7-94), Semi-Annual Report of Family Child Care Program.

c. The following reports are approved for 3 years from the date of this instruction.

(1) BUPERS 1700-2, Notification of Child Sexual Abuse Allegations, paragraph 8.5.3.

(2) BUPERS 1700-11, Semi-Annual Report for the Child Development Center, paragraph 5.5.4.

(3) BUPERS 1700-12, Semi-Annual Report of the Family Child Care Program, paragraph 5.5.4.


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